

# **NEW JERSEY DEPARTMENT OF EDUCATION**

## ***A TOOLKIT FOR SCHOOLS, DISTRICTS, AND PROVIDERS TO IMPLEMENT SUPPLEMENTAL EDUCATIONAL SERVICES UNDER NCLB***

**William L. Librera**  
**Commissioner of Education**

**Isaac Bryant**  
**Assistant Commissioner**  
**Division of Student Services**

**Suzanne Ochse, Director**  
**Office of Title I Program Planning and Accountability**



**School Year 2004-2005**

## ***NO CHILD LEFT BEHIND (NCLB)***

### **SUPPLEMENTAL EDUCATIONAL SERVICES (SES)**

#### **A. Background**

The *No Child Left Behind Act* (NCLB) was enacted by Congress in December 2001 and signed into law by President George W. Bush on January 8, 2002. NCLB reauthorizes the Elementary and Secondary Education Act and provides federal funding for many educational programs such as Title I programs for economically disadvantaged youth, 21st Century Community Learning Centers, and Title III programs for English language learners. The act will be in effect through 2007.

Key focuses of NCLB are accountability provisions and an emphasis on assessment as a tool to help all students meet state proficiency standards for mastery of reading/language arts and mathematics (also science, beginning in 2005).

The goal of NCLB is to have all students proficient, based upon each state's assessment program, at the end of 12 years, or 2014. Each year, schools must meet measured standards for adequate yearly progress (AYP). Schools that do not meet AYP for two consecutive school years will be identified by the district as needing school improvement. These schools are required to offer public school choice to all their students. If these schools do not make AYP for one additional year, the school districts must continue to offer public school choice to all students in these schools and offer parents the additional option of supplemental educational services for their children.

#### **B. What Are Supplemental Education Services?**

The U.S. Department of Education (USDOE) defines supplemental educational services as additional academic assistance for low-income students who attend Title I schools that have not made AYP for two or more consecutive years. This additional academic assistance is designed to ensure that students increase their levels of academic achievement, particularly in reading, language arts, and mathematics.

The U.S. Congress and the USDOE have taken the stance that schools that do not improve or meet state standards must use their federal funds to offer children additional help by paying for supplemental educational services including tutoring or remedial services, after school, on weekends, or during the summers. This instruction must take place outside the regular school day.

## **C. The Role of the New Jersey Department of Education (NJDOE)**

States are responsible for identifying schools for which supplemental educational services are required. Additionally, states must develop and apply objective criteria for identifying supplemental education services providers. States must also identify a wide array of supplemental education services providers so that parents and families have a variety of choices. The state's list of approved providers must be updated on at least an annual basis and must be available to school districts. The state is also responsible for evaluating the services of identified supplemental educational services providers.

## **D. The Role of School Districts**

Districts must arrange for the provision of supplemental educational services to eligible children from a provider on the state approved list. This provider is to be selected by the parents of the eligible child in consultation with the school district [NCLB Section 1116(e)(1)]. Additionally, qualifying school districts are required to do the following:

- Notify parents annually (in a clear and uniform format and, to the extent practicable, in a language the parents can understand) of:
  - The availability of supplemental services.
  - The approved providers whose services are available within the school district or whose services are reasonably available in neighboring school districts.
  - A brief description of the services, qualifications, and demonstrated effectiveness of each approved provider to assist the parent in selecting a provider.
- Contact providers selected by the parents and enter into a contractual agreement on behalf of the student.
- Monitor the responsibilities of the approved provider.
- Monitor the progress of students receiving supplemental services.

## **E. The Role of Parents**

Parents have a role in the facilitation of supplemental educational services to their child by doing the following:

- Assuring their child receives services as scheduled.
- Communicating regularly with the provider.
- Assuring the provider also communicates with the child's school and teacher.

## **F. Criteria for Providers**

Criteria developed by the NJDOE for identification of providers include the following:

- A demonstrated record of effectiveness in improving student academic achievement.
- Documentation that the instructional strategies used by the provider are high quality, based upon research, and designed to increase student academic achievement.

- Evidence that services are consistent with the state academic content standards.
- Evidence that the provider is financially sound.

The Secretary of Education has stated that, “providers shall not be disqualified on the grounds that their documentation of instructional strategies does not include scientifically based research.” Nor may any state education agency require supplemental education services providers to hire only certified teachers in order to be considered eligible.

### **G. Providers of Supplemental Educational Services**

In order for a provider program to be included on the NJDOE list, they must agree to carry out the following:

- Provide parents of children receiving supplemental educational services, the school district, and school with monthly reports on the progress of the children in increasing achievement, in a format and, to the extent practicable, a language that parents can understand.
- Ensure that instruction provided and content used by the provider is consistent with the instruction provided and content used by the district and state, and are aligned with state student academic achievement standards.
- Meet all applicable federal, state, and local health, safety, and civil rights laws.

# APPENDIX A

## *Questions and Answers*

### **A. GENERAL**

#### **A1. What are supplemental educational services?**

The term *supplemental educational services* refers to extra academic instruction provided to students in language arts literacy and mathematics. This extra help must be provided outside of the regular school day.

#### **A2. What does the term “in need of improvement” mean?**

Under the *No Child Left Behind Act*, every state must set the goals for adequate yearly progress (AYP) that each school must meet. New Jersey public schools that do not make AYP for two consecutive years are identified as in need of improvement.

#### **A3. Which students are eligible to receive supplemental educational services?**

There are two criteria for students to be eligible to receive supplemental educational services. First, only students enrolled in Title I-funded schools that have been designated as “in need of improvement” for two or more consecutive years are eligible for supplemental educational services. Second, eligible students must come from families that meet the federal poverty guidelines. Students who are eligible for free and reduced lunch generally meet this poverty standard. Services will be prioritized to the lowest-achieving eligible student.

#### **A4. Which Title I schools must offer these supplemental educational services?**

Schools in their second consecutive year of school improvement status must provide the services. These are the schools identified by the state as “schools in need of improvement” (Year 2).

#### **A5. Who provides supplemental educational services?**

Supplemental educational services can be provided by a wide array of entities, including for-profit or nonprofit organizations and school districts. Providers can also be faith-based agencies, but they must assure that all instruction and content is secular, neutral, and non-ideological. To become a provider in New Jersey, these agencies or organizations must be approved by the New Jersey Department of Education (NJDOE).

#### **A6. Who determines the provider’s instructional alignment?**

States are responsible for identifying qualified providers. In their applications, providers are asked to describe the instructional alignment to the New Jersey Core Curriculum Content Standards (CCCS).

This means that the instructional content and methods of a potential provider do not have to be identical to those of the district, but they must focus on the same state academic content and achievement standards.

**A7. What is the district's responsibility under supplemental educational services?**

Districts must arrange for the provision of supplemental educational services to eligible children from a provider on the state-approved list. This provider is to be selected by the parents of the eligible child in consultation with the school district [NCLB, Section 1116(e)(1)]. Additionally, school districts are required to do the following:

- Notify parents annually in a clear and uniform format and, to the extent practicable, in a language the parents can understand of the following:
  - The availability of supplemental educational services.
  - The approved providers whose services are available within the school district or whose services are reasonably available in neighboring school districts.
  - A brief description of the services, qualifications, and demonstrated effectiveness of each approved provider to assist the parent in selecting a provider.
- Contact providers selected by the parents and enter into a contractual agreement on behalf of the student.
- Monitor the services of the approved provider.
- Monitor the progress of students receiving supplemental educational services.

**A8. May the service providers or school districts disclose the names of eligible students?**

The identity of any student who is eligible for or receiving supplemental educational services may not be disclosed without the written consent of the student's parent(s).

**A9. Who is responsible for gathering data to determine effectiveness as an approved provider?**

The NJDOE is responsible for gathering effectiveness information on an annual or periodic basis.

**A10. What guarantees service providers will do what they say they will do?**

Service providers must enter into a contractual agreement with the district and, as part of the agreement, sign assurances regarding the services they will provide. If they do not comply with the contractual agreement, terms of the contract may permit withholding payment and, ultimately, termination of the contract.

**A11. Is the school district required to provide transportation for supplemental educational services?**

No. A district is not required to provide transportation for supplemental educational services.

## **A12. Does duration of service mean September through June?**

No. For purposes of providing supplemental educational services, the academic year during which an eligible student may receive service is September 1 through August 31.

## **B. FOR PARENTS**

### **B1. How do parents know which schools are in need of improvement?**

Under NCLB, school districts are required to notify parents promptly if their school is identified as in need of improvement. The state is also required to publish a list of schools identified as in need of improvement. For more information, visit the NJDOE Web site at: <http://www.state.nj.us/education/> or call your local school district office.

### **B2. What if my child's school is listed as being in need of improvement, but my district hasn't contacted me?**

If you think your school may be eligible, call the school district and ask for more information. You can also go to the NJDOE Web site at: [www.state.nj.us/education/](http://www.state.nj.us/education/) to verify this information.

### **B3. What are my responsibilities?**

Parents should have an active role in the following:

- Assuring that their child receives services as scheduled.
- Communicating regularly with the provider.
- Assuring that the provider also communicates with the child's school and teacher.

### **B4. Who selects my child's provider?**

Parents select the provider. The school is required to share with parents the list of the state-approved providers. The school must also assist parents in the selection of a provider from a list of approved vendors. The school district arranges for the services. The approved providers list is posted on the NJDOE Web site at: [www.state.nj.us/education/](http://www.state.nj.us/education/).

### **B5. How do parents choose a provider?**

There are certain questions parents should ask when meeting with the district to discuss selecting a provider.

- What services does this provider offer?
- How will these services help my child?
- How should I become involved?
- What hours are they available?
- Do they offer one-on-one instruction or small-group instruction?
- If small-group, how many students in the group? How do they assign children to a specific group?

- How are sessions scheduled, e.g., one time per week? more? for how long?
- Does the provider have experience working with special needs or limited English proficient children?
- Is the program effective?

**B6. What is the deadline by which the parents must request services?**

School districts may establish a reasonable deadline by which parents must request services. In establishing this deadline, the district must ensure that the parents have sufficient time and information to make informed decisions about supplemental educational services.

**B7. Does the school or school district inform parents about programs that are available?**

The law requires districts to provide notification to parents at least annually about the availability of supplemental educational services. In addition to assisting in selecting a provider, the district/school must provide a description of the state-approved providers from which parents choose.

**C. FOR SCHOOL DISTRICTS**

**C1. Can a public school or a school district become a supplemental educational services provider?**

Yes. For a school district, public school, or charter school to be an eligible provider, it must go through the same approval process as all other potential providers. However, school districts, public schools, and charter schools identified as in need of improvement may not provide supplemental educational services.

**C2. What type of information must the district provide to parents?**

Districts must notify parents, at a minimum, of the following:

- The availability of services.
- The list of approved providers that are within the geographic area.
- A brief description of the services, qualifications, and demonstrated effectiveness of those providers.

Districts can assist, not suggest or recommend, in the selection process. Notices to parents should be understandable and, to the extent practicable, in a language or other way of communication the parents can best understand.

A sample letter for parents is posted on the NJDOE Web site.

**C3. What are the funding requirements?**

School districts are limited in how much they can spend to provide supplemental educational services in total and for each student.

School districts must spend at least five percent, but no more than twenty percent of their Title I



allocation for supplemental educational services. The required breakdown is as follows:

- An amount equal to five percent must be used to provide supplemental educational services [NCLB Section 1116(b)(10)(A)(ii) and (B)].
- An amount equal to five percent must be used to provide, or pay for, transportation for intradistrict public school choice options [NCLB Section 1116(b)(10)(A)(i)].
- An additional amount equal to ten percent must be used for either or both supplemental educational services and transportation under public school choice as the district determines.

The federal requirements specify that the limit for each student is the lesser of the district's per-pupil allocation (Title I allocation divided by the ages 5-17 census poverty) or the actual cost of services. The NJDOE will notify districts and schools of their calculated per-pupil amounts.

#### **C4. What happens if the available funds are insufficient to provide services to all eligible students?**

If the funds available are insufficient to provide supplemental educational services to each eligible student whose parent requests those services, the school district must set a priority for selecting children who are the lowest-achieving and inform parents of this priority. The school district must use objective criteria to determine the eligible lowest-achieving students.

#### **C5. What are the considerations for school districts to develop a contract with supplemental educational services providers?**

Once parents select a provider, the school district must enter into a contract with the provider. This contract must address the following:

- Specific achievement goals for the students, which must be developed in consultation with the student's parents.
- A description of how the student's progress will be measured and how the parents and teachers will be informed of the student's progress.
- A timetable for improving the student's academic achievement. In the case of a student with disabilities, this plan must be consistent with the student's individualized education plan.
- A provision for termination of the agreement if the provider fails to meet student goals.
- Provisions governing form of payment for the services.
- An assurance that the provider will not disclose to the public the identity of any students eligible for or receiving supplemental educational services without the written permission of the parents.
- An assurance that the supplemental educational services will be provided consistent with applicable civil rights laws.

Adding a provision to the contract specifying measures or actions to be taken if sessions are scheduled and the student does not attend is recommended.

## **D. FOR SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDERS**

### **D1. What are the criteria the state uses to approve providers?**

Applicant agencies are required to complete an application that describes how the educational program they use has shown effectiveness in increasing student academic achievement and how it is consistent with the school's education programs and the state's Core Curriculum Content Standards (CCCS). They also have to assure they will meet other state requirements.

### **D2. What are the responsibilities of an approved supplemental educational services provider?**

Approved providers must carry out the following:

- Provide academic instructional support to eligible students outside the regular school day.
- Provide parents of children receiving supplemental educational services with monthly reports on the academic progress of the children, in a format and, to the extent practicable, a language that parents can understand.
- Provide district and school staff with monthly reports on the academic progress of the children served.
- Ensure that the instruction provided is consistent with the instruction provided by the district and school, and that it is aligned with the New Jersey Core Curriculum Content Standards (CCCS).
- Meet all applicable federal, state, and local health, safety, and civil rights laws.

### **D3. What is the state's responsibility for supplemental educational services?**

The New Jersey Department of Education (NJDOE) is responsible for developing a list of approved providers, as well as monitoring the quality and effectiveness of their services. The NJDOE must also annually distribute application information to other potential providers about the application process to become an approved provider.

### **D4. What are the reporting requirements for supplemental educational services providers?**

In May of each year, providers must submit to the school a final written report that summarizes the progress made by students who received supplemental educational services. The school must submit this report to the NJDOE. This information will be used to help determine if a provider will remain on the state-approved list. The NJDOE will also collect data from the provider as an on-line self-evaluation.

### **D5. What guidelines are there for the charges or fees for services?**

While there is no set fee structure, there are federal limitations imposed on the use of the district's Title I allocations. Approved vendors were asked to include their agency's fee structure in the application. This fee schedule must be adhered to, since it will be included in all public information shared with parents. It should be noted that school districts are limited in how much they can spend to provide supplemental educational services per student and in total.

**D6. How will providers be paid?**

The school district will pay for the supplemental educational services directly to the providers. However, all approved providers must have a contract with the district before services are provided and fees paid.

**D7. As an approved supplemental educational services provider, will the state of New Jersey issue a contract with the agency for services?**

No. All service providers must enter into a contract with each school district with which they will provide services. Parents must first select the supplemental educational services providers they would like for their children.

**D8. What should providers do if an eligible student stops attending supplemental educational services provided by the agency? What is the liability?**

The requirements for student attendance and participation must be articulated in the contract between the service provider and the school district.

## APPENDIX B

### *A Parent's Guide to Choosing Supplemental Educational Services Providers*

This guide is designed to help parents understand supplemental educational services and select a provider that meets their children's educational needs.

#### **How do I choose my child's supplemental services provider?**

You select a supplemental services provider from a list of providers approved by the NJDOE and given to you by your school district. Approved providers may include schools, after-school programs, community organizations, and commercial companies.

The following questions will help you select the best provider for your child:

- Where are the services provided – at the school, at another building in the community, or by computer? If the services are provided by computer, do I need my own computer and Internet access?
- Is transportation to the services provided? (School districts are not required to provide transportation for supplemental services.)
- How many sessions of services will my child receive and how long will each session last? (If you want your child to receive more sessions than the district can pay for, you will need to pay for those sessions on your own.)
- Will my child be taught by a qualified teacher? If not, will my child's instructor be supervised by a qualified teacher?
- What is the student-to-teacher ratio? (One-to-one tutoring is best. For group instruction, there should be one teacher for every three children.)
- Will my child work with the same instructor each time?
- Does the provider conduct criminal background checks on all employees who come in contact with children?
- Do the materials used in the provider's program cover the same material my child is being taught at school?

- What kind of materials will the provider send home with my child so I can continue to work with him/her at home?
- Are the provider's materials up-to-date? Do the materials contain religious or cultural messages that make me uncomfortable?
- Is the atmosphere at the provider's facility comfortable and inviting to my child?
- What kind of evidence does the provider have that her program has helped other students? Will she provide references from other parents?
- How often will the provider report my child's progress to me and to my child's teacher? Will these reports be phone calls, written reports, or meetings? Will the communications be two-way?
- For children with special needs: Is the provider's facility accessible? Are the materials appropriate for my child's needs?
- For children learning English: Can the instructors communicate with my child? Can my child understand the materials?

As you can see, choosing a provider is not simple. Talk to your child's teacher about what kind of help your child needs and which providers might be best for your child. The decision is yours, but your child's teacher can help you make an informed one.

### **What can I expect from my child's supplemental services provider?**

Once you have chosen a provider, the school district will negotiate a contract with that provider. This contract should include the number of sessions of instruction your child will receive, the length of each session, learning goals for your child and a timetable for reaching those goals. You should get a copy of this information. It is important that you understand how long your child will receive services, the goals for your child, and how the provider plans to meet those goals.

The provider should regularly communicate with you to let you know whether your child is meeting his/her learning goals. If your child is running into problems, the school, the provider, and you should discuss what changes should be made.

### **What if I'm not satisfied with my child's provider?**

You may not feel that your child is making sufficient progress. If that should happen, first try to talk with the provider.

If that doesn't fix the problem, request a conference with your child's teacher and the principal of the school to evaluate the effectiveness of the services your child is receiving. If you conclude the services aren't helping your child reach his/her goals, talk with the principal about what your next steps should be.

If your child is uncomfortable because of a religious or cultural point of view in the provider's instruction or environment, talk to the principal of your child's school or to the school district office.

Your school district is responsible for helping the NJDOE monitor the effectiveness of supplemental service providers, so the district will want to know if there are problems.

## **APPENDIX C**

### ***Expectations of Parents of Students Who Participate in Supplemental Educational Services***

Parents will do the following:

- Return the provider Selection Form to begin the services process for their child.
- Meet with the provider and the school representative to write and sign the Individualized Learning Plan.
- Ensure that their child receives the services by monitoring their child's attendance and progress.
- Communicate regularly with the provider, especially to notify the provider in advance if the child is to be absent.
- Inform the provider and the school if their child no longer intends to participate.
- Meet with the provider and the school representative to receive information and sign the Summary Report [Appendix N] at the end of the program.

## APPENDIX D

### *Memo to Principals*

DATE:

TO: Principal

FROM: Superintendent

RE:

All schools identified by the New Jersey Department of Education as being in School Improvement status for two or more consecutive years MUST notify parents of eligible children, who have opted not to transfer, of the supplemental educational services that are available for their children. Use the attached letter for your official notification to parents.

The school district is obligated to provide a list of state-approved supplemental educational services providers to parents, and parents must be given an opportunity to choose a provider from the approved list. The providers' packet must be sent to all parents no later than \_\_\_\_\_.

All requests by the parents for supplemental educational services must be returned to your school no later than \_\_\_\_\_.

Please return these requests to \_\_\_\_\_ at \_\_\_\_\_ no later than \_\_\_\_\_.

Additionally, a copy of the NJDOE Guide is enclosed. If it does not answer your questions, please contact \_\_\_\_\_ at \_\_\_\_\_ with your questions or concerns.

Enclosures



**APPENDIX E**  
**Title I Schools in Need of Improvement**  
**Year 1 – Intradistrict School Choice**  
*Sample 1*

Dear Parents:

As you know, our school and school district are dedicated to providing all students with the educational foundation necessary to succeed in school and in life. To ensure your child's success, we have set high standards that are reflected in what is taught in our classrooms. While holding high expectations for our students is not new, the way our school and student achievement is measured and reported will be different under a new federal law known as *No Child Left Behind* (NCLB).

NCLB was signed into law on January 8, 2002, by President George W. Bush. It represents the federal government's largest expansion and involvement in K-12 education. Two of the most prominent and highly publicized components of this new federal legislation include provisions of limited "school choice" and "supplemental educational services" for students attending schools that have been identified as needing improvement. Improvement status is determined by adequate yearly progress (AYP), which is based primarily on the results of the New Jersey state assessments given to students in grades 4, 8, and 11. Schools that do not make AYP for two or more years in a row in the same content area are designated as "schools in need of improvement."

The following schools in our district have been identified in year two of school improvement: **[LIST SCHOOLS]**. Under NCLB, students at these schools may apply for transfer to designated schools within **[SCHOOL DISTRICT]** that have made AYP. If you exercise the option of transferring your child to an eligible school within **[DISTRICT]** and your child is eligible, the school district has certain obligations to provide or pay for transportation to the new school.

**(OPTIONAL PARAGRAPH, IF CHOICE IS UNAVAILABLE.)**

Because school choice is not an option in **[DISTRICT]**, students in the schools identified in year two of school improvement may receive tutoring, or supplemental educational services. Students at the following schools may qualify for these services: **[LIST SCHOOLS]**. These services are over and above those ordinarily provided in the regular classroom during the regular school day. Parents interested in this provision must choose from the list of state-approved providers posted on the New Jersey Department of Education Web site at <http://www.nj.gov/cgi-bin/education/grants/ssp.pl?string=r&maxhits=10000>. If you exercise this option and your child is eligible, the school must pay for these services using Title I funds.

If you would like your child to be considered for [transfer/supplemental educational services] during the **[2004-2005]** school year, please notify the school principal in writing by **[DATE]** so we can begin arrangements for the current school year. You will be contacted to discuss the specifics of your request. If you wish your child to remain at his/her current school [do not wish to enroll your child in supplemental educational services], no action on your part is required.

We want to continue serving your child, and we'll use all the resources available to us to help our students achieve. We are developing a School Improvement Plan to address our school improvement needs, including those identified under NCLB. Building and maintaining a high-quality school is a job for the entire community and we need your help in reaching these goals. We encourage you to provide input as we strive to help our students succeed now and in the future. Contact **[NAME]** at **[CONTACT INFORMATION]** if you wish to become involved in this initiative.

Sincerely,

**SAMPLE PARENT LETTER**  
**Title I Schools in Need of Improvement**  
**Year 2 – Supplemental Educational Services (1)**

**[DISTRICT LETTERHEAD]**

Date:

Dear Parent/Guardian:

This letter is to notify you that, if your child is eligible for free or reduced lunch, he/she is eligible for free supplemental educational services this academic year. These services will be provided before school, after school, and/or during the summer. The services will be in addition to the regular instruction that your student receives during the school year.

You can choose a tutoring program available through New Jersey Department of Education (NJDOE) list of approved providers. The goal is to help your child increase academic achievement in reading, language arts, and/or mathematics.

This notification letter is being sent to you in accordance with the *No Child Left Behind* regulations.

Students are eligible for this program based on family income and attendance at a school that is identified as being in need of improvement for two or more consecutive years.

Approved service providers have agreed to provide services that are consistent with the instructional program of the district/state. They have also agreed to provide you and your student's teacher(s) information on the progress of your child.

Please complete the attached form and return it to **[ADDRESS]** by **[DATE]**. Call **[PHONE NUMBER]** if you need additional information or have questions.

Sincerely,

**[SIGNATURE]**

**[NAME AND POSITION]**

Attachments

**[APPROVED PROVIDER LIST]**

**[PROVIDER SELECTION FORM]**

**SAMPLE PARENT LETTER**  
**Title I Schools in Need of Improvement**  
**Year 2 – Supplemental Educational Services**  
*Sample 3*

Dear Parent,

In January 2002, the United States Congress passed a federal education law, the *No Child Left Behind Act* (NCLB) that increases parents' choices about their children's education. The purpose of this letter is to inform you about this law and the provision for supplemental educational services for eligible students. Supplemental educational services are classes or tutoring that provide additional academic assistance to eligible students at a time outside the regular school day. These services must support and be consistent with the instruction provided by the school.

NCLB requires districts to teach grade-level standards, use the most effective methods and instructional strategies for teaching students, and assess their progress each year. A school's progress is determined by adequate yearly progress (AYP), which is based primarily on how well students do on the state assessments administered to grades 4, 8, and 11. Schools that do not make AYP for two consecutive years in the same content area are identified as "in need of improvement" by the New Jersey Department of Education (NJDOE). Under NCLB, New Jersey schools that are in improvement status for two consecutive years (i.e., have missed AYP for three consecutive years) must provide supplemental educational services to eligible students.

Based on the preliminary [2003-2004] AYP results, \_\_\_\_\_ School is now in its second year as a school in need of improvement and, therefore, must offer supplemental educational services during the [2004-2005] school year to eligible students.

Supplemental educational services are designed to help students increase their academic achievement and meet the state standards. Supplemental service providers must be selected from the state-approved list, which is enclosed with this letter and also available on the NJDOE Web site at <http://www.nj.gov/cgi-bin/education/grants/ssp.pl?string=r&maxhits=10000>. Also included for your information is a list of the most common questions and answers regarding supplemental educational services.

As the parent of an eligible student, you have the option to request supplemental educational services for your child and select a supplemental service provider from the approved list. Upon your request, your child's teacher or principal will assist you in selecting an appropriate provider.

Requests for supplemental educational services must be made by filling out the enclosed form and returning it to the \_\_\_\_\_. Applications must be completed and returned to the district by \_\_\_\_\_. If you have any questions, please call \_\_\_\_\_.

Sincerely,

Enclosures

## APPENDIX F

### *Supplemental Educational Services Provider Selection Form*

<b>Student Name:</b>	
<b>School:</b>	
<b>School Year:</b>	

**Check the box that applies:**

- ☐ My son/daughter **WILL** participate in the Supplemental Educational Services program.
- ☐ I am selecting the following state-approved provider from the approved list provided to me.  
  
\_\_\_\_\_  
(supplemental educational services provider)
  - ☐ I understand that the district will enter into an agreement with the provider, and I will be notified of a time to meet with the provider to set goals for my child.
  - ☐ I understand that the provider will regularly inform me and the student's teacher(s) of the student's progress.
  - ☐ I understand that if funds are insufficient to cover the supplemental educational services for all of the students who choose to participate, participation will be based on prioritized academic need as defined by the district.
- ☐ My son/daughter **WILL NOT** participate this academic year in the supplemental educational services program.

\_\_\_\_\_  
(Signature of parent/guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed name of parent/guardian)

\_\_\_\_\_  
(Daytime telephone number)

\_\_\_\_\_  
(Evening telephone number)

# APPENDIX G

## *Sample 1*

(School District Name)

### ***Sample Contractual Services Agreement***

THIS AGREEMENT, made and entered into at \_\_\_\_\_ ( location) \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the School Board of \_\_\_\_\_, hereafter referred to as the “Board,” and (Provider Name), hereafter referred to as the “Provider.”

WITNESSETH:

WHEREAS, the Board requires certain professional services to assist in accomplishing the supplemental educational instructional mandates of *No Child Left Behind*, and

WHEREAS, the Provider is qualified as determined by the New Jersey Department of Education to perform these services for students,

NOW, THEREFORE, for the consideration hereinafter named, the parties agree as follows:

1. The Provider will perform the professional services described in the attached scope of work, specifications, and/or proposal dated \_\_\_\_\_, and attached hereto and made a part of this agreement as Attachments A, B, and C.
2. The Provider shall perform these services described on Attachments A, B, and C, according to the schedule indicated therein.
3. The price and consideration for which this agreement is made shall be in the amount of \$ \_\_\_\_\_, or \$ \_\_\_\_\_ per student who is provided Supplemental Educational Services.
4. The Board’s representative for purposes of administration of this agreement shall be \_\_\_\_\_, whose position is \_\_\_\_\_.

5. The Provider acknowledges that its relationship to the Board is that of an independent contractor and that no employer-employee relationship is created by virtue of this agreement.
6. The Provider acknowledges and agrees that the responsibility for payment of taxes, employees' salaries/contracts, or other expenses of the Provider shall be said Provider's obligation.
7. The Provider shall not assign any interest in this agreement and shall not transfer any interest by assignment or novation.
8. The Provider agrees to make available upon request, during normal working hours at the \_\_\_\_\_ (Board's /school's address) \_\_\_\_\_, to the Board, and the New Jersey Department of Education, records and documents relating to the conduct of this agreement.
9. The Provider shall indemnify and hold harmless the Board and its representatives against any and all claims, demands, suits, and judgments of sums of money to any party for loss of life, injury, or damage to person or property resulting from, or by reason of, any negligent act or omission, operation or work of the Provider, its agents or employees while engaged upon or in connection with the services required or performed by the Provider hereunder.

To the extent allowed by the law, the Board shall indemnify and hold harmless the Provider against any and all claims, demands, suits, and judgments of sums of money to any party for loss of life, injury, or damage to person or property resulting from, or by reason of, any negligent act or omission, operation or work of the Board, its agents or employees while engaged upon or in connection with the services required or performed by the Board hereunder.

10. The Provider agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education amendments of 1972, the Age Act of 1972, and the Americans with Disabilities Act of 1990.

The Provider agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, gender, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Provider or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

11. No travel expenses will be reimbursed to the Provider.
12. This agreement may be amended or extended by mutual written consent of the parties.
13. The Board reserves the right to cancel this agreement upon a thirty (30)-day written notice should funds no longer be available due to budget reductions imposed by the federal government, if the New Jersey Department of Education revokes approval of the Supplemental Educational Services Provider, or if the Board determines that the Provider is unable to meet the specified goals and timetables.
14. The Board reserves the right to cancel this agreement upon a thirty (30) day written notice if the determination is made by the Board that the Provider disclosed to the public the identity of any student who is eligible for, or receiving educational services, without the written permission of the parents/legal guardians of the student.
15. The Board may cancel this agreement due to non-performance of work described in Attachments B and C, upon giving seven (7) days' written notice.
16. Any claim or controversy arising out of this contract shall be resolved by the provisions of LSA-R.S. 39:1524 and 1526.
17. All records, reports, documents, and other material delivered to or transmitted to the Board, its agent, or the New Jersey Department of Education by the Provider shall remain the property of the Board/State.
18. This agreement shall be effective on the day and the date first above written and shall expire on \_\_\_\_\_, unless extended or canceled as provided herein.

IN WITNESS WHEREOF, the parties have executed this act in the presence of the undersigned competent witnesses.

Witnesses:

Board of \_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_  
(Signature of Provider)

Type Name: \_\_\_\_\_

Type Title: \_\_\_\_\_



# SCHOOL BOARD OF

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## GENERAL CONTRACTOR INFORMATION

CONTRACTOR: (Name)  
(Address)  
(City, State, Zip)  
(Phone Number)  
(Taxpayer Identification Number)

If the contractor is a company, print the name and title of the person authorized to sign contract:

TIME PERIOD: Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

PAYMENT AMOUNT: \$ \_\_\_\_\_

### PAYMENT TERMS:

Payment shall be completed on a monthly basis. The payment will be calculated by dividing the total amount for the student(s) whom the Provider is serving by the number of months in the contract. Payment shall be due by the \_\_\_\_ of the month following the progress reporting to the district for each student on the \_\_\_\_ of the month prior. If a student has a partial month in the contract, the amount will be prorated for the partial month. If a student is absent and no services are provided, the district may deny payment for that time.

SOURCE OF FUNDS: \_\_\_\_\_ (Title I) \_\_\_\_\_

SCHOOL RECEIVING SERVICES: \_\_\_\_\_

BOARD REPRESENTATIVE: \_\_\_\_\_

I certify that the above taxpayer identification number is true and correct.

---

(Signature of Provider)

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Title

## **SCOPE OF SERVICES**

*(Attach a separate sheet if necessary.)*

### 1. Statement of Work:

The Provider will meet with parents and district personnel to develop statements of specific achievement goals for the student who will receive services from the Provider through the Supplemental Educational Services program.

The Provider will provide Supplemental Educational Services on a regular basis for the duration of the contractual period.

The Provider will follow the Individual Learning Plan as developed with parents and district personnel. The Provider will measure student progress using pre- and post-testing, which is consistent with state content standards and the objectives set in the Individual Learning Plan documents.

An objective will not be considered “met” until at least an 80% mastery rate is demonstrated by the student. All objectives for a goal must be met for the goal to be met.

The Provider will provide services that are aligned with the student’s Individual Educational Plan in the case of special education students.

The Provider will provide services that will allow the timetable written in the Individual Learning Plan to be met.

The Provider will provide Progress Reports to parents and teachers/schools on a monthly basis. The parent’s copy of the report will be mailed to the parents by the \_\_\_\_ of each month of the contract. The school’s copy can be mailed or hand-delivered by the \_\_\_\_ of each month. (In the event that the \_\_\_\_ of the month falls on a weekend or holiday, the prior workday will be the report day.) The Provider will send one copy of the Progress Report and the student’s sign-in sheet as documentation to the district representative so that Provider contract payment can be made. If parents or teachers desire more frequent reporting to them, the Provider may agree to provide additional reports as a part of the Individual Learning Plan.

## 2. Key Personnel:

The Provider will employ individuals in keeping with the non-discrimination clause of the contract.

The individuals who will serve the students for Supplemental Educational Services must meet all of the criteria for the district's volunteers in the schools, including a criminal background check. The cost of the background check will be the expense of the Provider or the individual, not of the Board.

(Each district should add its policy/Web site to this document.)

## **MONITORING PLAN**

*(Attach a separate sheet if necessary.)*

### **1. Goals and Objectives:**

The goal of this program is the demonstration of increased student achievement. The Provider will use strategies consistent with objectives as written in the Individual Learning Plan and will use assessment to verify student achievement.

The monthly student progress reports and the final summary report will be used to determine the effectiveness of the Provider in increasing student achievement.

The Individual Learning Plan and the Final Summary Report will be signed by the parent, the school representative, and the Provider so that consultation is evident.

### **2. Delivery or Performance Schedule:**

The Provider will determine with the school and the parent the time requirement for meeting the goals within the budget of the district as determined in the *No Child Left Behind Act of 2001*.

### **3. Plan for Performance Measurement:**

The Provider will complete assessments to determine objective completion. Reporting to parents and schools will include the results of assessments with strengths and weaknesses being stressed.

### **4. Contract Monitoring Plan:**

The district representative will provide monitoring duties as monthly and final reports are submitted from the Provider. Other functions of the program can be monitored by the school or the district representative.

## APPENDIX I

### *Supplemental Educational Services Individual Learning Plan (ILP) Program Information*

Name of the Service Provider: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Name of Student: \_\_\_\_\_ School: \_\_\_\_\_

Area(s) of Concern: ☐ Language Arts Literacy ☐ Mathematics

Type of ILP: ☐ Initial ☐ Review ☐ Termination

(Complete the attached Individual Learning Plan form for each subject area.) If the student is already placed in a program at the school which requires an Individualized Education Program (IEP), that information should be considered and appropriate alignment made by the supplemental educational services provider if parental consent for release of the information is given. Reference such IEP information in this document.

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#### **Names/Titles of Meeting Participants:**

Service Provider \_\_\_\_\_

School or District Representative \_\_\_\_\_

Parent \_\_\_\_\_

Student \_\_\_\_\_

Student's Classroom Teacher \_\_\_\_\_

Other: (Specify position.) \_\_\_\_\_

**General Student Information:** (Include strengths, parental/school concerns, assessment results, evaluation results and other information pertinent to service needs and provision.)

**Program Description:** (Provide a description of the individualized instructional program which will meet the needs of the student. Include specific strategies that will be used with the student.)

## APPENDIX J

### Supplemental Educational Services Individual Learning Plan

#### GOALS AND OBJECTIVES

Name of the Service Provider: \_\_\_\_\_ District: \_\_\_\_\_

Individual Completing the Form: \_\_\_\_\_ School: \_\_\_\_\_

Name of the Student: \_\_\_\_\_ Subject Area: \_\_\_\_\_

**Current Level of Performance:** (State in specific terms based on tests or other measurable data.)

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**Project Goal:**

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**Method of Measurement:**

**Projected Completion Timeline for these Goals:**

## **Measurable Short-Term Objectives:**

---

**1. Objective:**

**Evaluation Criteria:**

**Projected Completion Date:**

**2. Objective:**

**Evaluation Criteria:**

**Projected Completion Date:**

*(Add additional pages if more objectives are needed in this area.)*

## APPENDIX K

### *Supplemental Educational Services Individual Learning Plan*

#### **SUMMARY OF SERVICES**

Name of Service Provider: \_\_\_\_\_

Name of Student: \_\_\_\_\_

The following services will be provided for \_\_\_\_\_  
Name of Student

Area(s) of service provision: \_\_\_\_\_

Area	Service Period		Goals/Objectives Provided?	
<input type="checkbox"/> Reading	From _____	To _____	Yes	No
<input type="checkbox"/> Language Arts	From _____	To _____	Yes	No
<input type="checkbox"/> Mathematics	From _____	To _____	Yes	No

Monthly progress reports are required from the Provider to parents and district/teachers. If more frequent reporting is needed, reporting will be accomplished on a \_\_\_\_\_ basis for this student.

Comments:

Signature indicates agreement with the Program.

Signature of Service Provider \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Signature of Student (optional) \_\_\_\_\_

Signature of Teacher /School Representative \_\_\_\_\_



## APPENDIX L

### *Supplemental Educational Services Attendance and Tracking Data Form*

Student's Name: \_\_\_\_\_

District: \_\_\_\_\_ School: \_\_\_\_\_

Date of supplemental educational service provided: \_\_\_\_\_

The following goals and objectives were covered as written in the Individual Learning Plan:

Goal: \_\_\_\_\_ (Language Arts Literacy, Math)

Objective:

# \_\_\_\_\_ Results: \_\_\_\_\_

\_\_\_\_\_

# \_\_\_\_\_ Results: \_\_\_\_\_

\_\_\_\_\_

# \_\_\_\_\_ Results: \_\_\_\_\_

\_\_\_\_\_

(Make additional copies per goal.)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Provider's Signature)

## APPENDIX M

### *Supplemental Educational Services Individual Learning Plan*

#### **PROGRESS REPORT**

Name of Service Provider: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Report Date: \_\_\_\_\_  
(Reports must be sent in accordance with the Individual Learning Plan.)

Area of Service Provision: (Use a separate form for each service area and each goal.)

\_\_\_\_ Language Arts Literacy

\_\_\_\_ Mathematics

**Project Goal for Service Area:**

#### **Measurable Short-term Objectives**

<b>Objective</b>	<b>Progress Period</b>	<b>Date Mastered</b>

**Date:**\_\_\_\_\_

**Area of Need:**\_\_\_\_\_

**COMMENTS:**

**Provider's Signature:**\_\_\_\_\_

**Date Sent to Parents:**\_\_\_\_\_

## APPENDIX N

### Summary Report to Parents by the Provider

(This report is sent to parents and teacher/school at the completion of the program time as set up in the Provider Contract)

**Name of Student:** \_\_\_\_\_

**Date of This Report:** \_\_\_\_\_

**Area of Need:**

**1) Language Arts Literacy**

**Goal:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date goal met:** \_\_\_\_\_

**If the goal was not met, explain what was not accomplished:** \_\_\_\_\_

\_\_\_\_\_

**2) Mathematics**

**Goal:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date goal met:** \_\_\_\_\_

**If the goal was not met, explain what was not accomplished:**\_\_\_\_\_

\_\_\_\_\_

**Date of Report:**\_\_\_\_\_

**Signature of Provider:**\_\_\_\_\_

**Signature of Parent:**\_\_\_\_\_

**Signature of School Representative:**\_\_\_\_\_

*(All parties will retain copies of this document.)*

## APPENDIX O

### *Evaluation of Supplemental Educational Services* **STUDENT SURVEY – MIDDLE SCHOOL & HIGH SCHOOL**

School Name: \_\_\_\_\_

Provider Name: \_\_\_\_\_

PLEASE ANSWER THE FOLLOWING QUESTIONS REGARDING YOUR EXPERIENCES  
IN THE SUPPLEMENTAL EDUCATIONAL SERVICES PROGRAM YOU ATTENDED.

CHECK THE APPROPRIATE STATEMENT AND RETURN THIS SURVEY  
TO YOUR TEACHER.

**To ensure confidentiality, do not write your name on the sheet.**

1. How long did you attend the program?

\_\_\_\_\_ Less Than Two Months    \_\_\_\_\_ 2 to 6 Months    \_\_\_\_\_ 6 Months to 1 Year

2. How successful in your academic work were you before receiving supplemental educational services?

\_\_\_\_\_ Above Average    \_\_\_\_\_ Average    \_\_\_\_\_ Below Average

3. How well do you feel you have done in your academic work since participating in the supplemental educational services program?

\_\_\_\_\_ Above Average    \_\_\_\_\_ Average    \_\_\_\_\_ Below Average

4. How would you rate the supplemental educational services program in teaching (i.e., reading, writing, speaking, critical thinking, etc.)

\_\_\_\_\_ Above Average    \_\_\_\_\_ Average    \_\_\_\_\_ Below Average

5. Do you feel most staff members showed you respect and a caring attitude?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

6. How beneficial was the supplemental educational services program for you?

\_\_\_\_\_ Very Helpful      \_\_\_\_\_ Helpful      \_\_\_\_\_ Not Helpful

7. Do you feel this program provides a safe learning environment?

\_\_\_\_\_ Yes \_\_\_\_\_ No

8. What is your overall attitude toward this program?

\_\_\_\_\_ Very Positive    \_\_\_\_\_ Positive    \_\_\_\_\_ Negative    \_\_\_\_\_ Very Negative

Additional Comments:

## APPENDIX P

### *Evaluation of Supplemental Educational Services STUDENT SURVEY – ELEMENTARY SCHOOL*

School Name: \_\_\_\_\_

Provider Name: \_\_\_\_\_

Answer Yes 😊 or No ☹️ to the following questions regarding your experiences in the after-school supplemental educational program. After the survey is completed, return it to your teacher.

**Please do not write your name on this paper.**

Questions	Yes 😊	No ☹️
1. Do you look forward to your after-school program?		
2. Do you feel safe at your after-school program?		
3. Do you feel comfortable talking to your tutor or other staff at the program?		
4. Do you think there is someone available in the program to help you when you need it?		
5. Do you think you are doing better in school since you started attending this program?		
6. Would you like to attend this program next year?		

Comments:



## APPENDIX Q

### *Evaluation of Supplemental Educational Services (SES)* **TEACHER SURVEY**

Please complete this survey and return to: \_\_\_\_\_

School Name: _____
Teacher Name: _____
SES Provider: _____

For the following questions, please indicate your level of satisfaction.

Service Elements		Satisfactory	Unsatisfactory
1.	I was invited to participate in the development of the achievement goals for my student(s).		
2.	I received information on a monthly basis about the academic progress of student(s) in my class.		
3.	Services were offered on a consistent basis.		
4.	The provider met the achievement goals of each student receiving supplemental educational services.		
5.	The curriculum and instruction provided were consistent with the district's instructional program and New Jersey Core Curriculum Content Standards (CCCS).		

I recommend this provider for continued approval <b>Yes</b> _____ <b>No</b> _____

Additional comments:          
--

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

## APPENDIX R

### *Evaluation of Supplemental Educational Services (SES)* **PARENT SURVEY**

Please complete this survey and return to: \_\_\_\_\_

School Name: _____
Name of Parent or Guardian: _____
Name of the Selected SES Provider: _____

For the following questions, please indicate your level of satisfaction.

Service Elements		Satisfactory	Unsatisfactory
1.	The services my child received met my expectations.		
2.	I was invited to participate in my child's services.		
3.	I received regular feedback (at least monthly) from the provider on how my child was progressing.		
4.	Services were offered on a consistent basis.		
5.	The teachers/tutors were well prepared and knowledgeable about my child's academic needs.		
6.	My child's privacy was respected while receiving these services.		

I recommend this provider for continued approval <b>Yes</b> _____ <b>No</b> _____

Additional comments:     
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\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date